



**FAIRCHILD AIR FORCE BASE
Supplement 1**

10 JANUARY 2004

Supply

REVERSE POST PROCEDURES

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(TSgt Leon R. Sayers III)
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AFMAN 23-110, Volume 2, Part 2, Chapter 16 is supplemented as follows: This supplement is not applicable to Air National Guard and US Air Force Reserve units. Ensure all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

16.2.1. Procedures and Accountability will maintain the Reverse Post Control Log. A new control number log will be established at the beginning of each computer-processing month. Maintain the previous month's log for 90 days.

16.4. NOTE: The 92d Logistics Readiness Squadron commander has authorized Storage, Flight Service Center, Inbound, Readiness Spare Packages, Customer Service Center, and Procedures & Accountability personnel to process reverse posts. The reverse post authorization letter will be maintained in Procedures and Accountability. The section NCOIC responsible for the transaction requiring reverse posting will initiate the reverse post action.

16.4.5. (Added) The reverse post requestor will prepare a FAFB Form 25, Request for Reverse Post, in two copies. The FAFB Form 25 will be annotated with the reason for the reverse post and corrective action to prevent reoccurrence (as applicable). The initiating activity's Flight Chief/Superintendent must approve all FAFB Forms 25 before processing. The form will then be forwarded to the responsible processing authority.

16.11.3. Upon completion of reverse post actions, forward two copies of the FAFB Form 25 with reverse post documentation and original source document to the Procedures and Accountability Section. The second copy will be forwarded to Analysis. Ensure the original transaction is reprocessed if necessary. The

NCOIC of Procedures & Accountability will ensure no reverse post actions are filed without a FAFB Form 25 attached.

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